

**CORRECTIONS STANDARDS AUTHORITY****600 Bercut Drive**

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[www.cdcr.ca.gov/DivisionsBoards/CSA](http://www.cdcr.ca.gov/DivisionsBoards/CSA)**MIOCR POLICY BULLETIN  
Number 2007-01**

To: Project Directors and Financial Officers  
Mentally Ill Offender Crime Reduction (MIOCR) Grant Program

From: Lynda Frost and Helene Zentner

Date: January 16, 2007

Re: MIOCR Grant Program Vehicle Purchase/Lease Policy (revised)

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The policy of the Corrections Standards Authority (CSA) regarding the use of state grant funds for purchasing a vehicle has remained constant over the various grant programs administered by our agency. As outlined in the MIOCR Grant Administration Guide (Eligible Costs, page 7), that policy prohibits the use of state grant funds to purchase a vehicle unless such a purchase is less costly than leasing a vehicle. Due to the limited term of the MIOCR grant (18 months), it is highly unlikely that purchasing a vehicle would cost less than leasing one. However, because we want to do everything possible to facilitate the successful implementation of your projects, we have revised the policy to include two options for grantees:

- 1) Lease the vehicle(s) and be reimbursed with state grant funds for the exact amount of leasing costs incurred each quarter; or
- 2) Purchase the vehicle(s) with **county** funds and be reimbursed quarterly with state grant funds for reasonable leasing costs that would have been incurred had the vehicle(s) been leased during that reporting period.

For either option, grantees must maintain adequate supporting documentation (per generally accepted government accounting principles) for costs claimed on quarterly invoices. For the second option, reasonable is defined as the average of three monthly leasing cost estimates or one-fourth of the average of three annual leasing cost estimates obtained by the grantee for the vehicle(s) purchased at the county's expense. If a grantee chooses the second option (i.e., to be reimbursed for reasonable leasing costs), the grantee may **not** claim any of the vehicle purchase cost as local match; however, if a grantee purchases a vehicle with county funds and does not seek reimbursement of leasing costs, the entire cost of that vehicle is eligible as local match.

Please retain a copy of this policy in your official project file. If you have any questions about this policy, please do not hesitate to contact us.